

# OPTION MODIFICATIONS (SERVICES)

## ***Before You Begin***

EAS can process several types of Modifications to procurement actions. They fall into three major categories, which are either unilateral or bilateral in nature:

*Administrative* — Unilateral, generally no-cost changes (Examples: Vendor (bidder) changes of address, changes in appropriation data, changes in Contracting Officer/Contracting Officer's Representative, etc.)

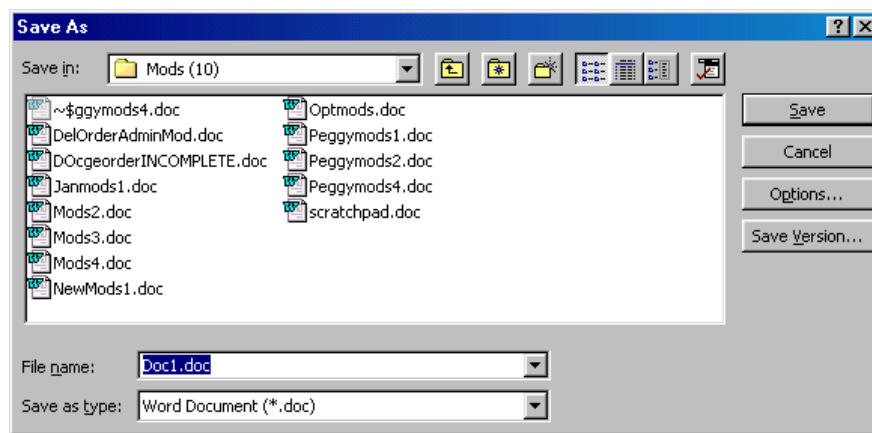
*Change Orders* — Unilateral changes (Examples: Direct changes)

*Requisitions for Supplemental Agreements* — Bilateral changes (Examples: Adjustments in cost, increases/decreases in scope; time extensions; Novation Agreements, etc.)

Other types of Modifications exist in addition to the above three: Options, claims, disputes, terminations, and other changes made under specific contract clauses. Each Modification type requires a variation in the procurement process. This chapter explains how to prepare Option Modifications dealing with Services.

**Strong Recommendation:** *Before creating a Modification in EAS, you will find it helpful to first create your description (SF 30, Block 14) in MS Word. When you are satisfied with your description, save it to the designated EAS network drive (NOT your C:\ or D:\ drive) and directory. Give it a unique file name of eight characters or less. Be sure to change the "Save As" type to "Rich Text Format (\*.rtf)." Click the "Save" button to save your work.*

## **MS Word Save As Screen**



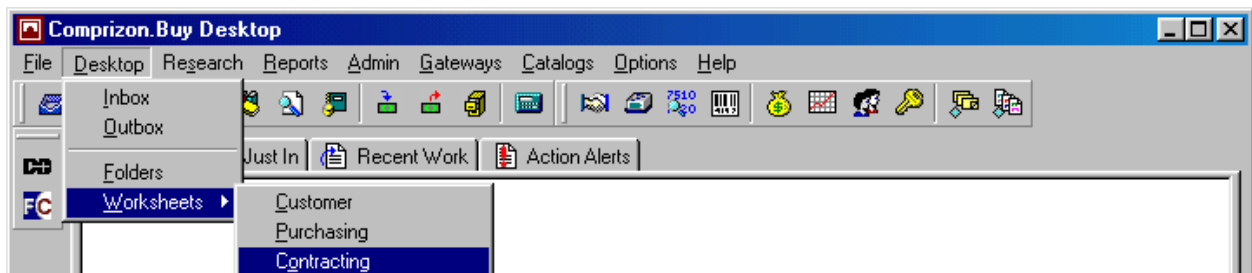
**Note:** Regions using Windows NT 3.51 need to use another process for creating a description. The 16-bit file management dialogue box that appears during the “Save” process will have to be altered at the regional level.

Close MS Word. If prompted, click “Yes” to save your changes. If necessary, confirm the file type by clicking “Rich Text Format.” You are now ready to begin working in EAS.

## Creating Option Modifications (Services)

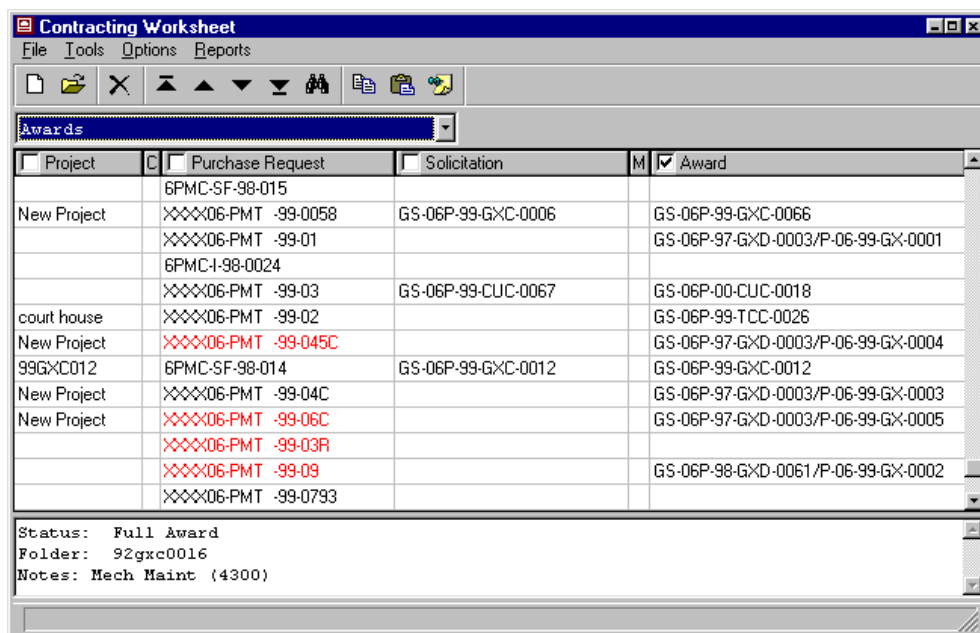
*Prerequisite:* A valid Award must exist in EAS. Also, a purchase request containing the administrative information and line items to be incorporated into the modification must be present on your contracting worksheet.

At the EAS desktop, click on the “Worksheets” icon and select “Contracting” from the pull down menu. Or, from the desktop menu option, select “Desktop” and then “Worksheets” and “Contracting” from the pull down menus.



The *Contracting Worksheet Browser* will appear.

## Contracting Worksheet Browser



At the *Contracting Worksheet Browser*, click on the box by “Award.” Locate and highlight the contract number to be modified and then click on the “Open” button. The *Award Summary Screen* will appear.

## Award Summary Screen

**Award GS-06P-99-CUC-0081**

File Tools Options Gateways Forms Financial

Administration

Vendor: J. L. Jelinek Construction, Inc. (000000006)  
 CO: William D. Bridges (BRI) COR: Cathy Arnold (ARN)  
 Amount: 0.00 Date: 09/24/1999

Account Summary

Number Codes: 0 Total Amount: \$0.00

Line Items

Total Number: 0

Clauses

No clauses. Document Type: Contract Award UCF

Routing

No routing information.

FPDS

Status: None

Modifications

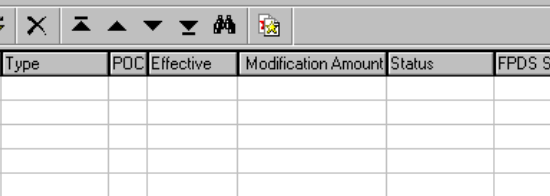
No modifications.

Notes

Increase of \$15,000 to meet low bid

At the *Award Summary Screen*, either click the “*Modifications*” hyperlink or click on the “*Options*” pull-down menu and then click on “*Modifications*” when the drop-down box appears. The *Modification Management Worksheet* will appear.

## Modification Management Worksheet



Modification Management for - GS-06P-99-CUC-0081

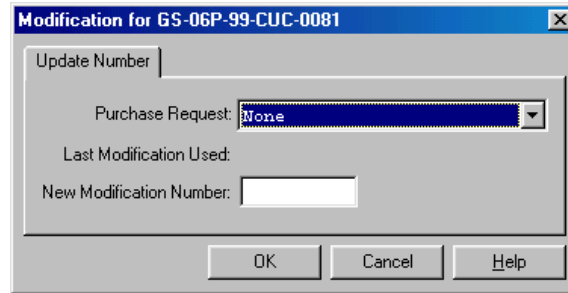
File Tools

Number Type POC Effective Modification Amount Status FPDS Status

Enter data or press ESC to end.

Click on the “New” button. The *Purchase Request Dialogue Box* will appear.

## Purchase Request Dialogue Box

A screenshot of a Windows-style dialog box titled "Modification for GS-06P-99-CUC-0081". The dialog box has a tab labeled "Update Number". Inside the tab, there is a "Purchase Request:" label followed by a drop-down menu currently showing "None". Below this is a "Last Modification Used:" label and a "New Modification Number:" label followed by a text input field. At the bottom of the dialog box are three buttons: "OK", "Cancel", and "Help".

Click the drop-down arrow, and choose the Purchase Request that will be the basis for the modification.

Then, assign the desired Modification number in the format prescribed by the *GSAR*, as follows:

1 <sup>st</sup> digit:	Always "P"
2 <sup>nd</sup> digit:	"O" for "Other" (Be sure to use alpha "O," as in "Oliver.")
3 <sup>rd</sup> and 4 <sup>th</sup> digits:	Next available two-digit sequential number (Be sure to use numeric zero on 3 <sup>rd</sup> and 4 <sup>th</sup> digits.)

Typical Option Modification numbers are PO01, PO02, PO03, etc.

To save your Modification number, press the <F2> key, and click "Yes" to acknowledge its issuance. Click the "OK" button to display the *Award Modification Tab Control Screen* will appear, with the *SF 30 Admin Screen* defaulting.

## Award Modification Tab Control Screen

### SF 30 Admin Screen

The screenshot shows a window titled "Award Modification" with four tabs: "SF30 Admin", "Description", "Authority", and "Signatures". The "SF30 Admin" tab is selected. The form contains the following fields:

- Award Information:**
  - Contract ID: [ ]
  - Project No.: [ ]
  - Request No.: INCREASE \$\$ PR 0001
  - Award No.: GS06P99CUC0081
  - Issued On: 09/24/1999
- Modification Admin:**
  - Modification No.: M001
  - Mod Effective Date: 09/24/1999
  - Issued By: GY000 [Search]
  - Admin By: GY000 [Search]
  - General Services Administration: 1500 E Bannister Rd, Kansas City, MO 64131
  - Government POC: SA1 [Search]
  - System Administrator: [ ]

At the bottom are buttons for OK, Cancel, Apply, and Help.

**Note:** Whatever is entered on this screen reflects what appears in the upper blocks of the printed SF30. EAS suggests "default" information from the base award record; however, it does allow you to change it. However, this information may be changed only until the modification has been "validated" in the system. After this point, it can NOT be changed.

Enter data as indicated below, remembering to <TAB> from field to field so that the information will be entered into EAS.

Cont. ID.	Contract Identification Number. Leave blank
Project no.	Leave blank, or enter as applicable.
Mod Effective Date:	Enter the first day of the applicable option period (i.e., when option pricing takes effect). This date will appear in Block 3 of the SF 30.
Issue:	Enter correspondence symbol of the issuing office.
Admin by:	Correspondence symbol of the Administrative Office. Change, as appropriate.
Gov't POC:	Enter the three-letter EAS ID of the Contract Specialist assigned to the Modification.


When you have finished, click on the "Description" tab at top of the screen, and the *Description Screen* will come forward.

## Description Screen

The screenshot shows a Windows-style dialog box titled "Award Modification". It has four tabs: "SF30 Admin", "Description" (which is selected), "Authority", and "Signatures". The "Description" tab contains two main sections. The top section is labeled "Description Comments" and features a large, empty text area with a vertical scrollbar on the right. The bottom section is labeled "Description File" and contains a text box with the word "NONE" inside. To the right of this text box are three buttons: "Browse", "Launch", and "Templates". At the bottom of the dialog box, there are four buttons: "OK", "Cancel", "Apply", and "Help".

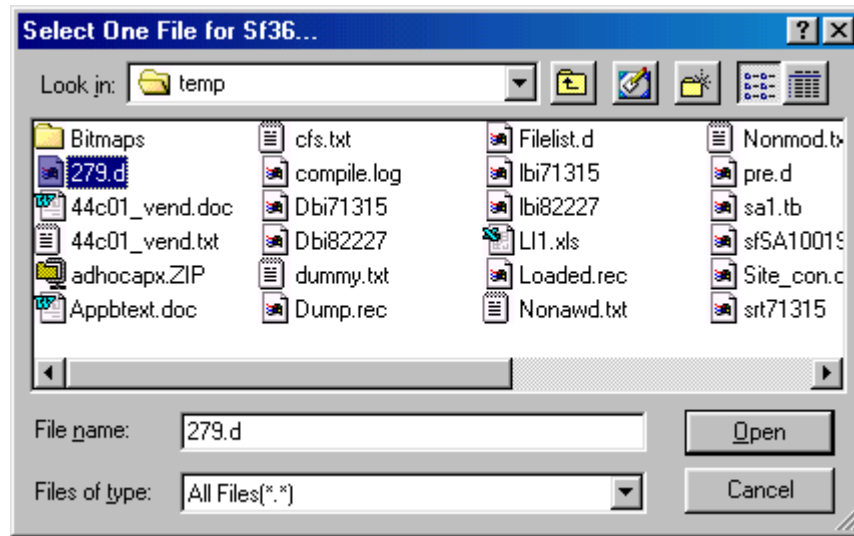
Enter data, as needed, remembering to <TAB> from field to field so that the information will be entered into EAS. If your description is 12 lines or less, you should type it in the "Description Comments" area. It will print in Block 14 of the *SF 30*.

If your description is more than 12 lines long, you should create it in MS Word and save it to the EAS network drive (see Note at the beginning of this section).

To attach a description file created in MS Word, click the "Browse" button. Choose the EAS network drive and directory where you have saved the description file created at the beginning of this section. Select the file, and click  .

**Note:** *The purpose of the "Description File" field is to create an association between the modification recorded in EAS and its description as saved to the designated network drive.*

## File Selection Dialogue Box



When you have finished, click the “*Launch*” button to open the file in MS Word. When the file appears on the screen, verify that it is the correct one.

**Note:** *This is what will be printed in Block 14 of the SF 30.*

When you have finished, close MS Word, and EAS returns you to the *Award Modification Tab Control Screen*

Click the “Authority” tab, and the *Authority Screen* will come forward.

## Authority Screen

Enter data as indicated below, remembering to <TAB> from field to field so that the information will be entered into EAS.

Accounting and Appropriation:	Change if necessary. See the “Note” below.
BOC:	Leave blank.
Type of Modification:	Click “Other” radio button.
Specify Authority:	Usually, <i>FAR 52.217-8</i> or <i>9</i> , as applicable. Appears in Block 13(c) of the <i>SF 30</i> .

**Note:** *Accounting information pulls from the base Award record. You may change it as needed. However, remember that the information entered on the Award Modification screens only affect the SF 30 for the CURRENT Modification. To make a permanent change to the base contract accounting information, you must also change the accounting information on the Funding Screen of the Award Administration Tab Control Screen.*

Click on the “Signatures” tab at the top of the screen, and the *Signatures Screen* will come forward.

## **Signatures Screen**

Enter information on this screen as follows:

Contracting Officer:	Enter the three-letter ID of the Contracting Officer who is the Signator for the Modification.
“Return Signed Originals” check box:	Check the box indicating the contractor needs to return the signed originals. (Moves forward to Block 13E of the <i>SF 30</i> .)
“Copies to the Issuing Office” box:	Enter the number of copies the contractor needs to return.

No further additions or changes are required on this panel.

You have now completed all three panels of the *Award Modification Tab Control Screen*. Click “OK” to save your work and return to the *Modification Summary Screen*.



## Modification Summary Screen

The screenshot shows a software window titled "Modification GS-06P-99-CUC-0081-P001". The menu bar includes File, Tools, Options, Gateway, Forms, and Financial. Below the menu bar is a toolbar with icons for file operations. The main content area is divided into several sections, each with a checkbox and a title:

- ☐ **Administration**  
Modification Type: Change Order  
CO: William D. Bridges (BRI)  
Amount: 0.00 Effective Date: 09/24/1999
- ☐ **Account Summary**  
Number Codes: 1 Total Amount: \$5,000.00
- ☐ **Line Items**  
Total Number: 1 Total Amount: \$5,000.00
- ☐ **Clauses**  
No clauses. Document Type: Contract Award UCF
- ☐ **Routing**  
No routing information.
- ☐ **FPDS**  
Status: None

Below these sections is a "Description" field with a text area containing "No modification description."

From the menu, choose "File," "Open," and "Award Administration." The *Award Admin Tab Control Screen* will appear, with the *Admin Screen* defaulting.

**Note:** Data on these panels pulls forward from the base Contract Award. Any changes you make here permanently change the base contract record when the Modification is validated (awarded in the system). If something is different only for the purposes of the current Modification, make the changes ONLY on the "Award Modification" screens as explained above.

**Note:** When modifying a contract converted from FAME for the first time, many fields in the "Award Admin" screens will be blank. Try to fill them in as accurately as possible with information from your contract folder. In this way, the information will become a permanent part of the base contract record. It will save you work on future Modifications.

## Modification Award Screen

The screenshot shows a software window titled "Modification GS-06P-99-CUC-0081-M001". The menu bar includes File, Tools, Options, Gateway, Forms, and Financial. The "File" menu is open, showing the following options:

- Open (Mod Admin (SF30) Ctrl+O)
- View (Award Administration)
- Delete FPDS Report

The "View" option is currently selected, and the "Award Administration" option is highlighted.

## Award Admin Tab Control Screen

### Admin Screen

Input the data as follows, pressing the <TAB> key to move from field to field. In this way, the data is entered into EAS.

Award Date:	This is the Award date of the base contract. In most cases, this should NOT be changed!
Award Form:	No need to change. May be blank.
Expires on:	This is the completion date of construction or the LAST day of the current period for services. If the purpose of the Modification is to change the contract completion date, enter the new proposed completion date resulting from the Modification.
Signed On:	Do not change.
Currency:	Do not change.
Vendor:	Do not change. See “Note” below.
COR/COTR:	Change if needed.
Contracting Officer:	Change if needed.

**Note:** *Even if the purpose of your Modification is to change the vendor mailing or payment address, no changes to this field are necessary. Changes to these addresses must be made in the master bidders’ list, which is accessed from the main desktop. If necessary, contact your procurement technician or System Administrator for assistance.*

**Note:** *If, however, another vendor is assuming the contract (Novation Agreement), see the procedure for “Modifications — Supplemental Agreements.”*

When you have finished entering data into this screen, click the “Properties” tab at the top of the screen. The *Properties Screen* will come forward.

## Properties Screen

The “Delivery Date” is the completion date for construction or the LAST day of the current period for services. If the purpose of the modification is to extend the term of the contract, enter the last day of the option period in this field. No further changes to this panel are necessary.

Click on the “Addresses” tab at the top of your screen. The *Addresses Screen* will come forward.

## Addresses Screen

Enter data as specified below, using the <TAB> key to move between fields.

Issued By:	Correspondence symbol of the office that issued the contract. Do not change.
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Deliver To:	Building number/site where construction/services are to take place. Change, if necessary.
Payment Made By:	Paying office, usually 7BC or Contract Administration office. Change, if necessary.
Admin By:	Change, if needed. See “Note” below.
Place of Inspection:	No need to change. May be blank.
Place of Acceptance (receiving office):	No need to change. May be blank.

**Note:** Change to a new correspondence symbol IF the contract is permanently transferred from one office to another. If the administering organization is relocated (new building or room number), the address connected with its correspondence symbol should be changed in the master address file (accessible from the main EAS desktop). If necessary, contact your procurement technician or Regional Administrator for assistance.

After you have finished entering the data, click the “Funding” tab at the top of the screen. The *Funding Screen* will come forward.

## **Funding Screen**

Enter data as specified below, using the <TAB> key to move between fields.

Accounting and Appropriation Data:	EAS displays accounting information for the base contract. If the purpose of this Modification is to effect a permanent change to the accounting classification of the base contract, you <b>MUST</b> change it here. Otherwise, leave this field alone. If there are multiple MDLs (lines of accounting data), only one may be recorded here for future use. Others will be recorded on the Line Item screens (see below).
BOC:	Leave blank.
“Subject to Availability” Box:	Clear the box by clicking it if it contains an “X” or check mark.
“Subject to Prompt	Place an “X” in the block if your contract is subject to this act.

Payment Act” Box:	
Invoice to:	Enter the correspondence symbol where invoices should be sent (either 7BC or the administering office).
Invoice Copies:	Change, if necessary.

You have now completed all applicable areas of the *Award Administration Tab Control Screen*. Click “OK” to save your work and continue. EAS will return to the *Modification Summary Screen*.

## Modification Summary Screen

**Modification GS-06P-99-CUC-0081-P001**

File Tools Options Gateway Forms Financial

☒ [Administration](#)  
 Modification Type: Change Order  
 CO: William D. Bridges (BRI)  
 Amount: 0.00 Effective Date: 09/24/1999

☐ [Account Summary](#)  
 Number Codes: 1 Total Amount: \$5,000.00

☐ [Line Items](#)  
 Total Number: 1 Total Amount: \$5,000.00

☐ [Clauses](#)  
 No clauses. Document Type: Contract Award UCF

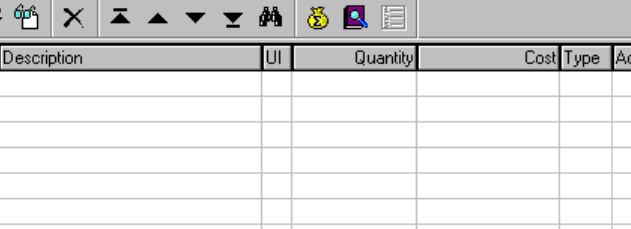
☐ [Routing](#)  
 No routing information.

☐ [FPDS](#)  
 Status: None

Description  
 No modification description.

Click on the “*Line Items*” hyperlink. A blank *Modification Line Item Management Worksheet* will appear.

## Modification Line Item Management Worksheet



**Modification Line Item Management - GS-06P-99-CUC-0081 P001**

File Tools Options

Line No. Description UI Quantity Cost Type Action

Description : Additional requirement for maintenance.

Enter data or press ESC to end.

Click the “New” button. All Line Items that existed on the original purchase request appear on this worksheet. They will be permanently ADDED to the base contract schedule when the modification is validated (Awarded) in the system.

**Note:** A Request number is not automatically changed to the next consecutive one. This is not a cause for concern. DO NOT RENUMBER.

Click the first one corresponding to the option being exercised. Click the “*Select*” button near the top of your screen, and a blue screen will appear.

Note that the line item status has now changed to “ON MOD.” Repeat for each line item that corresponds to an option being exercised. When all option line items have been selected, click the “Close” button. EAS will return you to *Modification Line Item Management Worksheet*.

## Modification Line Item Management Worksheet

[illegible]

Line Items carried forward from the Option PR may be opened and changed. Typically, however, no changes to them will be necessary at this time.

**Note:** *Even though they are options, Line Items added from the Option PR should have a Type Code of BPRI (B = Basic). Otherwise, you will NOT be able to obligate money for the Option!*

From the menu, choose “File” and “Close” to continue. The *Modification Obligation Tab Control Screen* will appear.

## Modification Obligation Tab Control Screen

### Obligation Screen

Review and change, if necessary, the values on the *Modification Obligation Screen* as follows:

Mod Line Item Total:	Sum of all “basic” (i.e., non-optional or BPRI) Line Items on the current Modification
Award Total:	Sum of all “basic” Line Items on the original contract, any Modifications validated previously, as well as the current Modification
Obligated Amount:	The contract obligated amount, not including the current Modification ( <i>Note: This amount will be highlighted.</i> )
Mod Total:	Sum of all “basic” (i.e., non-optional or BPRI) Line Items on the current Modification (same as “Mod LI Total”)
Mod Obligated Amount:	Initially, “0.00”
Obligated Amount:	<p>To obligate the total amount of the modification, you must overwrite the highlighted amount with the new “Award Total” from the line immediately above.</p> <p>Once you have done so, press the &lt;TAB&gt; key. This will enter the new amount into EAS.</p> <p>Note that the “Mod Obligated Amount” increases from \$0.00 to equal the “Mod LI Total” (“Mod Total”). (See the following screen.)</p>
Contract Officer:	Enter the three-letter EAS ID of the contracting officer whose name is to appear in Block 16A of the <i>SF 30</i> .



### Obligation Screen (After Update)

**Award Obligation**

Obligation | Other Totals | Surcharge

Award Total


☒ Always calculate obligated amount

Line Item Total: 100,000.00

Award Total: 100,000.00 (Includes Other Totals)

US \$ Total: 100,000.00

Obligated Amount: 100,000.00

Contract Officer: AST  SA for GSA (Training)

FPDS Reporting

☒ Reporting Required

☒ Create/Update Report on Close

OK Cancel Apply Help

Click "OK" to save your work and continue. EAS returns you to the *Modification Summary Screen*. Select "File", and "Close" to display the *Modification Management Browser*.

## Modification Management Worksheet

[illegible]

The amount of your modification now appears in the “Amount” column of the *Worksheet*. Make sure that the amount showing in this column is the correct amount of your Modification. If it is incorrect, choose “File,” “Open,” and “Line Items,” and make any necessary changes in accordance with the above procedures.

# Preparing an SF 279 for an Option Modification

## SF 279 Tab Control Screen

### 1 To 8 Screen

It is good practice to have the SF 279 for the base contract handy when completing these screens. EAS automatically fills in any numbers that are “skipped.” Be sure to tab between screens so that numbers are entered into the system.

Screen Number	Description	Contents
1	Reporting Agency Code	EAS defaults to 4740, the FPDS (Federal Procurement Data System) agency GSA/PBS identifier. (The code is actually 4740.4740.)
2	Contract Number	EAS defaults to the number assigned at Award.
3	Modification Number	EAS defaults to the Modification number issued against the contract (if any).
4	Contracting Office Order Number	EAS defaults to the delivery order number issued against the contract.
5	Contracting Office Code	EAS supplies a default code. Enter the appropriate Contracting Office Code if it is different from the default. This number uniquely identifies the purchasing or contracting office.
6	Action Date	EAS pulls this date forward from the <i>Award Screen</i> .

7	Type of Data Entry	This field indicates the type of <i>SF279</i> being reported. EAS defaults to “A” for original (an action not previously reported to the FPDS). However, if this is not an original 279, change to the correct code. Your other choices include: B — Deleting (for deleting a previously reported action to the FPDS) C — Correcting (for correcting a previously reported action)
8	Report Period	<b>EAS defaults to the year and quarter the report was submitted, usually the current fiscal year and quarter. Do not change.</b>

When finished entering the data on this screen, click on the next tab at the top of the screen to view *9 To 16 Screen*.

## **9 To16 Screen**

The screenshot shows the 'SF279' window with several tabs at the top: '1 To 8', '9 To 16' (selected), '17 To 24', '25 To 32', '33 To 41', '42 To 49', and 'Reports'. The main area contains the following fields:

- 9. Kind of Contract Action: C.New Definitive Contract (dropdown)
- 10. Dollars Obligated or Deobligated: 00000000 (text box)
- 11. Type of Obligation: A.Obligated (dropdown)
- 12. Principal Product or Service: none (text box with search icon)
- 13. SIC Code: (text box with search icon, marked with a red X)
- 14. Commercial Item Acquisition: (dropdown, marked with a red X)
- 15. Contractor Name: Schumacher Elevator Co. (text box)
- 16. Contractor Identification Number: 005291620 (text box)

At the bottom are buttons for 'OK', 'Cancel', 'Apply', and 'Help'.

Screen Number	Description	Contents
9	Kind of Contract Action	Enter “H” for Modification.
10	Dollars Obligated (or Deobligated)	<b>CAUTION:</b> <i>EAS may erroneously display the total Contract obligated amount instead of the Modification obligated amount.</i> Enter the total Modification obligated amount in 1,000s of dollars, rounded to the nearest thousand. For example, if the Modification increased the contract price by \$35,850.00, enter 00000036.
11	Type of Obligation	Enter “A” for an obligation and “B” for a deobligation.
12		See the corresponding blocks on the <i>SF 279</i> for the base contract.
13		See the corresponding blocks on the <i>SF 279</i> for the base contract.
14	Commercial Item	Usually the entry is “No.”

15		
16	DUNS Number	Pulled from the bidder record in the master bidders' list.

When finished entering the data on this screen, click on the next tab at the top of the screen to view *17 To 24 Screen*.

## **17 To 24 Screen**

The screenshot shows a software window titled "SF279" with a tabbed interface. The "17 To 24" tab is selected. The form contains the following fields:

- 17a. Principal Place of Performance: Includes "City" and "State" input fields with search icons.
- 17b. Foreign Country Code: Input field with a search icon.
- 18. Foreign Govt. or Internation Org.: Dropdown menu with "No" selected.
- 19. Tariff or Regulated Acquisition: Dropdown menu.
- 20. Multi-Year Contract: Dropdown menu.
- 21. Reserved for FPDS: Input field.
- 22. Country of Manufacture: Input field with "US" entered.
- 23. Synopsis of Procurement: Dropdown menu.
- 24. Type of Contract or Modification: Dropdown menu.

At the bottom are buttons for "OK", "Cancel", "Apply", and "Help".

Screen Number	Description	Contents
17a	Principal Place of Performance	Enter FIPS 55 city and state codes from Block 17 of the <i>SF 279</i> for the base contract. <i>Do NOT use two-letter postal abbreviations.</i>
17b	Foreign Country Code	Foreign country code — Leave blank.
18	Foreign gov't	Enter "No."
19	Tariff or regulated	Leave blank.
20	Multi-year	If the base contract period or duration of construction is greater than 365 days, enter "Yes." Otherwise, enter "No."
21	Reserved	
22	Country of Manufacture	U.S.
23	Synopsis of Procurement	See the corresponding block on the <i>SF 279</i> for the base contract.
24	Type of Contract or Mod	See the corresponding block on the <i>SF 279</i> for the base contract.

When finished entering the data on this screen, click on the next tab at the top of the screen to view *25 To 32 Screen*.

## 25 To 32 Screen

The screenshot shows a software window titled "SF279" with a tabbed interface. The "25 To 32" tab is selected. The fields are as follows:

- 25. CICA Applicable: ☒ (indicated by a red 'x' in a box)
- 26. Solicitation Procedures: [Empty dropdown]
- 27. Authority Other Than Full and Open Competition: [Empty dropdown]
- 28. Number of Offers Received: [Empty dropdown]
- 29. Extent Competed: ☒ (indicated by a red 'x' in a box)
- 30. Type of Contractor: B.Other Small Business
- 31. Women-Owned Business: No
- 32. Preference Program: D.Small Business Set-Aside

Buttons at the bottom: OK, Cancel, Apply, Help.

Screen Number	Description	Contents
25		See the corresponding block on the <i>SF 279</i> for the base contract.
26		See the corresponding block on the <i>SF 279</i> for the base contract.
27		See the corresponding block on the <i>SF 279</i> for the base contract.
28		See the corresponding block on the <i>SF 279</i> for the base contract.
29		See the corresponding block on the <i>SF 279</i> for the base contract.
30		See the corresponding block on the <i>SF 279</i> for the base contract.
31		See the corresponding block on the <i>SF 279</i> for the base contract.
32		See the corresponding block on the <i>SF 279</i> for the base contract.

When finished entering the data on this screen, click on the next tab at the top of the screen to view *33 To 41 Screen*.

## 33 To 41 Screen

The screenshot shows a software window titled 'SF279'. At the top, there are tabs: '1 To 8', '9 To 16', '17 To 24', '25 To 32', '33 To 41' (which is selected), '42 To 49', and 'Reports'. The main area contains several fields with red 'X' icons to their left:

- 33. Subcontracting Plan: A dropdown menu.
- 34. Subject to Labor Statutes: A dropdown menu.
- 35. Estimated Contract Completion Date: A date field showing ' / /'.
- 36. Contractor's TIN: A text field containing '420845038'.
- 37. Common Parent's Name: A text field.
- 38. Common Parent's TIN: A text field.
- 39. Reserved for FPDS: A text field.
- 40. Reserved for FPDS: A text field.
- 41. Reserved for FPDS: A text field.

At the bottom, there are four buttons: 'OK', 'Cancel', 'Apply', and 'Help'.

Screen Number	Description	Contents
33		See the corresponding block on the <i>SF 279</i> for the base contract.
34		See the corresponding block on the <i>SF 279</i> for the base contract.
35	Estimated Completion Date	EAS displays the expiration date from the “Admin Screen” of the <i>Award Administration Tab Control Screen</i> . Enter the current contract completion date. <i>Note: If the Modification is extending the contract completion date, enter the last day of the option period here.</i>
36	Tax ID Number	Pulled from the bidder record in the master bidders’ list.
37		
38		
39		
40		
41		

When finished entering the data on this screen, click on the next tab at the top of the screen to view *42 To 49 Screen*.

## Screens 42–49

Screen Number	Description	Contents
42		See the corresponding block on the <i>SF 279</i> for the base contract.
43		See the corresponding block on the <i>SF 279</i> for the base contract.
44		See the corresponding block on the <i>SF 279</i> for the base contract.
45		
46		
47		
48		
49	Contracting Officer	Enter the three-letter EAS ID of the contracting official who will sign the <i>SF 279</i> .
	Submitted	Enter the estimated date the Modification will be Awarded.

When finished entering the data for all of the relevant *SF 279* fields, click the “Reports” tab and then the “Update Edit Report” button. If errors are found, click on the appropriate tabs and make corrections. Review the above instructions carefully and ask the System Administrator for assistance if there are questions about any of the entries.

## **Printing the SF 279**

Click the button marked “Print SF 279,” and EAS displays a preview of the printed SF 279. If everything appears as it should on the screen, click the “Print” button, and, if desired, adjust the number of copies. Click “OK.” The form will print to the Windows printer. Acknowledge any system messages by clicking “OK.” After the form has successfully printed, click the “Close” button at the top of the screen, and EAS will return to the *SF 279 Tab Control Screen*.

Review the printed documents carefully!!! Click the “OK” button to save work, and EAS will then return to the *Modification Management Worksheet*. Note that the newly issued Modification is now highlighted.

## **Printing the Option Modification (SF 30)**

**Note:** *ALL Modifications should be printed on SF 30, NOT GSA 300. The Line Item schedule will appear attached as page 2 and should be sufficiently clear for the contractor.*

From the menu bar, choose “File,” then choose “Print” and “Modification” from the drop-down menus. A printer setup screen may appear. If the Modification has more than one line of accounting, click in the box marked “Accounting Codes” and then on the “OK” button. The SF 30 will be displayed.

Click the “Print” button at the top of the screen. Adjust the number of copies, if desired, and then click “OK.” The SF 30 will be sent to the Windows printer. Acknowledge any messages by clicking “OK.” When the Modification has successfully printed, click the “Close” button at the top of the screen. EAS will return to the *Modification Management Worksheet*.

## **Correcting Work**

Review the printed SF 30 and 279 carefully!!! If corrections are needed, from the *Modification Management Worksheet*, click on the newly issued Modification. (Note: It will be highlighted.) From the menu, choose “File” and “Open.” Five choices will be displayed, including these two:

Mod SF 30 — To change data in blocks 1–10, 12, 13, or 16 of the SF 30, click on this option. Carefully review the detailed instructions for completing this section as outlined above.

Award Admin — To make or correct proposed permanent changes to the base contract data, click on this option. Carefully review the detailed instructions for completing this section as outlined above.

To correct SF 279 data, choose “File,” “Open,” and “Obligation.” Click “Ok” at the *Modification Obligation Screen*, and the SF 279 Tab Control Screen will appear. Carefully review detailed instructions for completing this section as outlined above.



Follow the instructions above to print the Modification again. Make sure the printed documents are correct.

After the Contracting Officer has signed the Modification, proceed to validate it. First, however, a note of caution:

**Note:** Once the Modification has been validated, it can no longer be corrected or “undone” by users or the System Administrator. Please check screens and printed documents carefully for accuracy BEFORE validating the Modification.

Click the “Valid” button, and then click “Yes” to acknowledge the message. The *Modification Obligation Screen* will appear. Click “OK” to validate and then click it again at the *SF 279 Screen*. EAS returns to the *Modification Management Worksheet*.

[illegible]

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## ***Marking SF 279 Data for Export***

From the *Modification Management Screen*, choose “Gateways” from the menu bar and “PDS-Mark” from the drop-down menu. The system displays the following message: “Record has been marked for export.” Click “OK” to acknowledge.

CONGRATULATIONS!! The Option Modification for Price Adjustment or Escalation is completed.